

2008-2009 NCLB Instructional Paraprofessional Survey

Instructions

Who should complete the survey?

The supervisory union can complete the survey for each Title I school or the supervisory union can ask the principal of each Title I school to complete the survey and return it to the supervisory union. If you send the survey(s) to your principal(s), please make and send a copy of the Instructions and Definitions for the 2008-2009 NCLB Instructional Paraprofessional Survey and a copy of the Highly Qualified Paraprofessional Requirements & Frequently Asked Question document with each survey. Request that the completed survey(s) be returned to you.

What is the purpose of this survey?

The Vermont Department of Education is required to annually report to the U.S. Department of Education the percentage of instructional paraprofessionals working in Title I, Part A programs who meet highly qualified paraprofessional (HQP) requirements. This information is reported at the state-level only.

Who should be reported?

Report all Title I instructional paraprofessionals **currently** employed in your school. Do not report positions that are vacant at the time you complete the survey.

There is no “grace period” for any Title I instructional paraprofessional to meet HQP requirements. This includes special education instructional paraprofessionals and substitute instructional paraprofessionals. All Title I instructional paraprofessionals must be highly qualified at the time of hire.

Title I instructional paraprofessionals who should be reported include:

- All Title I instructional paraprofessionals **regardless of the age or grade level of the students being served**. This includes:
 - ALL instructional paraprofessionals in schoolwide Title I programs.
 - ALL instructional paraprofessionals funded in whole or in part with Title I money in targeted-assisted Title I schools.

Note: CFP, or Consolidated Federal Program, is the consolidated application and funding process for Titles I, IIA, IID, IV and V funds. Title I funds are a component of the CFP process. **“CFP” is not synonymous with “Title I.”** Therefore, an instructional paraprofessional paid through CFP funds is not necessarily a Title I instructional paraprofessional. In order to complete this survey, you will need to know which of your instructional paraprofessionals are paid with targeted assistance Title I funds and/or which of your schools receive schoolwide Title I funds.
- Although Local Education Agencies (LEAs) may choose to have higher standards than the federal requirements or choose to require that all paraprofessionals meet the HQP requirements, only report the HQP status of paraprofessionals who meet the definitions of Title I Instructional Paraprofessional and Highly Qualified Paraprofessional (see Definitions).

- **Special Education instructional paraprofessionals must be included if they are funded with Title I money.** This includes paraprofessionals fully or partially funded with either targeted assistance or schoolwide funds.
- There are no exemptions for “substitute” or “temporary” Title I instructional paraprofessionals. If a paraprofessional is in a Title I funded instructional paraprofessional position, that paraprofessional should meet the requirements for HQP regardless of the length or permanence of employment. These individuals should be included on the survey if they are currently employed.
- Title I paraprofessionals who have both instructional and non-instructional duties must be reported as Title I instructional paraprofessionals.
- Paraprofessionals who are currently employed at more than one school as a Title I instructional paraprofessional should be reported on each school’s survey.
- Instructional paraprofessionals who are employed by the supervisory union and meet the definition of Title I instructional paraprofessional should be included on the survey(s) of the school(s) where the paraprofessionals perform Title I instructional duties. Do not report any Title I instructional paraprofessionals at the supervisory union.
- Title I instructional paraprofessionals who are employed off-site should be reported. For example, a paraprofessional who provides services to eligible private school students and is employed by an LEA with Title I, Part A funds must meet HQP requirements. If you have questions about reporting Title I instructional paraprofessionals in these situations, contact Lucinda Morabito at (802) 828-1455 or at lucinda.morabito@state.vt.us.
- Title I instructional paraprofessionals working solely as translators or who only conduct parental involvement activities **should be reported**. They must have a high school diploma or its equivalent, but they do not have to meet the additional requirements.

Examples:

- A Title I funded special education paraprofessional whose primary duty is assisting a student with personal care but who also helps with the student’s academic needs is considered to be an instructional paraprofessional and should be reported on the survey.
- A Title I funded paraprofessional who serves as a translator or who conducts parental involvement activities (such as a home school liaison) *is* considered to be a Title I instructional paraprofessional and should be reported on the survey. However, in these instances only, the paraprofessional only needs a high school diploma or the equivalent to be considered HQP.

Who should NOT be reported?

- Title I instructional paraprofessionals who have been or will be employed during the 2008-2009 school year but who are **not** currently employed.
- Instructional paraprofessionals providing services in targeted-assisted Title I schools who ARE NOT funded in whole or in part with Title I money.
- Title I paraprofessionals whose entire duties are non-instructional, such as a cafeteria assistant.

Examples:

- A special education paraprofessional who only assists a student with personal care is not considered to be an instructional paraprofessional.
- A Title I instructional paraprofessional resigned from her position as of 12/1/08 and the position has not yet been filled. Do not report this position.

How do I calculate the number of paraprofessionals?

For this survey, **report the number of Title I instructional paraprofessionals employed at the time the survey is completed. Do not use FTE or fractions to report your paraprofessionals** – we cannot calculate the required federal data with this information.

Examples:

- A 0.5 FTE (half-time) Title I instructional paraprofessional should be reported as 1 paraprofessional.
- A 0.75 FTE Title I instructional paraprofessional should be reported as 1 paraprofessional.
- A Title I instructional paraprofessional who works one day a week should be reported as 1 paraprofessional.
- A Title I instructional paraprofessional who works at three Title I schools should be reported once at each school.

How should the boxes on the survey be completed?

Please fill in all boxes on the survey, even if the answer is zero.

Example 1: No Title I instructional paraprofessionals are employed at the school. The survey should still be completed, signed by an authorized administrator, and returned to the Department of Education by the supervisory union.

SECTION I. Please provide the following information.

Total number (not FTE) of Title I instructional paraprofessionals:

0

Number of the above total who **MEET** highly qualified paraprofessional requirements:

0

Number of the above total who **DO NOT MEET** highly qualified paraprofessional requirements:

0

Example 2: One half-time Title I instructional paraprofessional is employed at the school, and that paraprofessional is HQP.

SECTION I. Please provide the following information.

Total number (not FTE) of Title I instructional paraprofessionals:

1

Number of the above total who **MEET** highly qualified paraprofessional requirements:

1

Number of the above total who **DO NOT MEET** highly qualified paraprofessional requirements:

0

What if a Title I school does not employ any instructional paraprofessionals?

The survey should still be signed by an authorized administrator and returned to the Department of Education. Enter zeroes in each of the boxes in Section I of the survey. (See Example 1 above.)

What if I have a Title I school that I didn't get a survey for?

Based on all information available, we tried to send the supervisory union surveys for each of its schools that currently receive Title I funds. However, if we overlooked a Title I school, contact us for an additional survey or copy one of the other surveys, cross out the printed school name, and write the overlooked school's name at the top of the survey.

What if I receive a survey for a school that does not receive Title I funds?

Please indicate on the survey form that this school is **not** a Title I school. The survey should still be signed by an authorized administrator and returned to the Department of Education by the supervisory union.

Who should sign the survey?

The school's principal, the supervisory union's superintendent, or the administrator authorized by the superintendent (e.g., Curriculum Coordinator or Director of Student Support Services) should sign each survey.

Who should return the survey?

If schools are completing the surveys, the schools should return the completed forms to their supervisory union. The supervisory union should send all surveys together to the Department of Education by **May 22, 2009**.

Surveys can be mailed to: Vermont Department of Education
ATTN: Lucinda Morabito
120 State Street
Montpelier, VT 05620-2501

Or faxed to: (802) 828-5107, ATTN: Lucinda Morabito

Who should you contact with questions?

Please contact Lucinda Morabito at (802) 828-1455 or at lucinda.morabito@state.vt.us if you have any questions.

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Definitions

Title I Instructional Paraprofessionals

To be considered a Title I Instructional Paraprofessional, a paraprofessional must perform one or more of the following functions:

1. Provides one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,
2. Assists with classroom management, such as by organizing instructional materials,
3. Provides instructional assistance in a computer laboratory,
4. Provides instructional support in a library or media center, or
5. Provides instructional support services under the direct supervision of a teacher.

AND fall into one of the following funding categories:

1. **All** instructional paraprofessionals in schoolwide Title I programs regardless of the age of the students being served.
2. Instructional paraprofessionals funded in whole or in part with Title I money in targeted-assisted Title I schools regardless of the age of the students being served.

Highly Qualified Paraprofessionals (HQP)

HQP status is determined at the local level using the following federal requirements:

- I. All Title I instructional paraprofessionals must have a high school diploma or its recognized equivalent.
- II. In addition, Title I instructional paraprofessionals must also have:
 - A. Completed at least 2 years of study (defined as a minimum of 48 credit hours) at an institution of higher education; or
 - B. Obtained an associate's (or higher) degree; or
 - C. Met a rigorous standard of quality and can demonstrate through a formal State or local academic assessment:
 1. Knowledge of and the ability to assist in instructing reading, writing, mathematics; and
 2. Knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

The latter option (II-C) may be fulfilled through standardized assessments such as *Parapro* or *Paraeducator.net*, or through a locally-developed portfolio process. (Please refer to the document Highly Qualified Paraprofessional Requirements & Frequently Asked Questions, available at www.education.vermont.gov/new/html/licensing/hqt.html, for more information about testing options.) LEAs may also choose to accept comparable HQP documentation from other school districts or states.

Note: Title I instructional paraprofessionals working solely as translators or who only conduct parental involvement activities must have a high school diploma or its equivalent, but they do not have to meet the additional requirements.

Title I Targeted Assistance School

A targeted assistance school is one that receives Title I, Part A funds yet is ineligible or has chosen not to operate a Title I schoolwide program. The term "targeted assistance" signifies that the services are provided to a select group of children – those identified as failing, or most at risk of failing, to meet the State's challenging content and student performance standards – rather than for overall school improvement, as in schoolwide programs.

Title I Schoolwide Program

A schoolwide program permits a school to use funds from Title I, Part A and other federal education program funds and resources to upgrade the entire educational program of the school in order to raise academic achievement for all the students. This contrasts with a Title I targeted assistance program, through which Title I, Part A funds are used only for supplementary educational services for eligible children who are failing or at risk of failing to meet State standards.